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## OFFICE OF TRANSFORMATION

### Performance Management Process Addendum

11/9 Special Board of Regents Work Session

The Performance Management Process (<http://bit.ly/av9eQn>) brief outlines how the Office of Transformation plans to implement the “Establishment of Charter Schools (Application & Authorization Processes),” “Ongoing Oversight,” and “Charter Revocation & Expiration” sections of the Charter School Regulations. The following matrix contains short summaries of each required element to implement and links to examples of each document from leading authorizers.

Performance Management Process - Necessary Elements to Implement	
Application Process	<p><b>Two Stage Application Process:</b></p> <ul style="list-style-type: none"> <li>- <b>Prospectus:</b> A slimmer, “first-round” version of the full charter application. Requiring this document will give applicants an opportunity to flesh out their ideas and receive feedback before submitting a full application for final review. See p. 12-21 at <a href="http://bit.ly/b6ORDL">http://bit.ly/b6ORDL</a> for a model prospectus.</li> <li>- <b>Full Application:</b> See p. 27 – 41 at <a href="http://bit.ly/b6ORDL">http://bit.ly/b6ORDL</a> for a model full application.</li> <li>- <b>Evaluation Rubric:</b> See <a href="http://scr.bi/9ihHkr">http://scr.bi/9ihHkr</a> for a full model evaluation rubric. The Office of Transformation plans to borrow the scoring system to encourage more reliability across evaluators.</li> <li>- <b>Composition of Review Committee:</b> The Office of Transformation plans to assemble an advisory committee comprised of Board of Regents members, and education professionals from within and outside RIDE to evaluate charter applications.</li> </ul>
Authorization	<p><b>CHARTERS:</b></p> <ul style="list-style-type: none"> <li>- <b>In-district, Independent**, and Mayoral Academy Charter Templates:</b> These templates will be used to develop charters with applicants. See <a href="http://bit.ly/aymMf9">http://bit.ly/aymMf9</a> for the “Independent Charter School Template.”</li> <li>- <b>Charter Development Guidance:</b> The Office of Transformation plans to offer technical assistance to applicants as they develop their final charters. This will be necessary to ensure that applicants build high-quality charters that do not diminish their autonomy throughout the charter term. See <a href="http://bit.ly/cdXb8P">http://bit.ly/cdXb8P</a> for a primer on developing charters or “performance contracts.”</li> <li>- <b>Accountability Plan Development Guidance:</b> The Accountability Plan will be</li> </ul>

	<p>the key section of a charter: it will specify the goals schools must make progress towards over the charter term in order to be renewed. Accountability plans will consist of common goals for all schools developed by RIDE and school or mission-specific measures developed by schools themselves. See p. 21-33 at <a href="http://bit.ly/bU74IR">http://bit.ly/bU74IR</a> for a sample accountability plan. See p. 9-21 at <a href="http://bit.ly/8YLiz6">http://bit.ly/8YLiz6</a> for a model tutorial on how to develop school or mission-specific measures.</p> <p>- <b>District MOU Template:</b> New charters will be required to negotiate an MOU with districts for support services. To facilitate this process, The Office of Transformation will develop a template for charter holders to present to districts.</p> <p><b>READINESS ORIENTATIONS:</b></p> <p>- <b>Pre-Opening Procedures Handbook:</b> The Office of Transformation will develop a comprehensive handbook that describes “soup to nuts” what it takes to open a charter school in Rhode Island. See <a href="http://bit.ly/crqD71">http://bit.ly/crqD71</a> for an excellent example of a comprehensive Opening Procedures Handbook.</p>
Ongoing Oversight	<p><b>ANNUAL PERFORMANCE REVIEW:</b></p> <p>- <b>Performance Review Handbook**:</b> This document will describe the methods and rationale behind each of RIDE’s common measures of school performance. See <a href="http://bit.ly/dbrlNU">http://bit.ly/dbrlNU</a> for the latest edition. See <a href="http://bit.ly/dbrlNU">http://bit.ly/dbrlNU</a> for an example of what RIDE’s common measures will look like when complete.</p> <p>- <b>Site Visit Team Composition:</b> To gather evidence for the qualitative portions of the Performance Review, members of RIDE’s Office of Transformation and to be named members of RIDE’s Division of Accelerating School Performance will visit each school.</p> <p>- <b>Site Visit Protocol:</b> To help schools prepare for and understand how they are being evaluated, the Office of Transformation will develop a comprehensive site visit protocol that includes schedules, interview worksheets, focus group protocols, observation instruments, and preparation checklists. See <a href="http://bit.ly/97EOXT">http://bit.ly/97EOXT</a> for a model site visit protocol.</p> <p>- <b>Annual Report Guidelines:</b> Annually, schools will be required to reflect on progress towards the goals in their accountability plans. See <a href="http://bit.ly/928BOH">http://bit.ly/928BOH</a> for an Annual Report template developed by a leading authorizer. Please note, however, that RIDE’s Office of Data Analysis and Research will collect all data and perform the analysis for RIDE’s common measures.</p>
Charter Revocation & Expiration	<p><b>RENEWAL PROCESS:</b></p> <p>- <b>Renewal Application:</b> Applicants will be required to apply for additional charter terms. These applications will be simple: applicants will be required to articulate plans for areas of improvement and how they will maintain successes. See <a href="http://bit.ly/aiXdnP">http://bit.ly/aiXdnP</a> for a model Renewal Application</p> <p>- <b>Re-Chartering RFP:</b> If the Commissioner determines that students would not be well-served by closing a school for persistent low achievement, she will in an issue an RFP for new providers to assume control of the charter. See <a href="http://bit.ly/bMZinl">http://bit.ly/bMZinl</a> for a model RFP.</p>
<b>** = Presented at 9/14 BOR Work Session</b>	